

TOIYABE INDIAN HEALTH PROJECT, INC.

POSITION DESCRIPTION

POSITION: WIC Nutrition & Program Assistant

SALARY RANGE: \$17.62 - \$27.27

WORK STATION: Bishop

SUPERVISOR: WIC/Nutrition Service Director

NON-EXEMPT

POSITION SUMMARY: Will provide necessary clerical support for WIC eligibility screening, voucher distribution, nutrition, and lactation education to WIC participants, ensuring all WIC guidelines are met.

QUALIFICATIONS:

1. High School diploma or equivalent.
2. One to two years college or work experience in health-related field highly desirable.
3. Must have communication skills both verbal and written for community presentations and individual counseling.
4. Must have strong hands-on computer work-related experience (such as Publisher, Excel)
5. Possess a valid CA drivers license and insurable with company insurance.
6. Must have the ability to work a flex schedule as required including outreach events during Summer-
7. CPR certified or willing to become certified within three months of hire.
8. Must become certified as Breastfeeding Counselor within 6 months of hire.
9. Must be able to attend 2 weeks of mandatory computer training by the state for WIC MIS. Must be able to complete computer training for the state E.H.R. system WIC WISE within one month of hire.
10. Must become certified as a Nutrition Assistant within one year of hire (as required by the State WIC Program).
11. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs and socioeconomic needs of the Indian communities.
12. American Indian preference in accordance with Indian Preference Act (Title 25 U.S. Code, § 472 & 473).

DUTIES & RESPONSIBILITIES:

1. Responsible for screening, enrollment, and certification of WIC clients to include dietary assessment and counseling.
2. Responsible for referrals of high-nutrition risk participants to the Registered Dietitian
3. Responsible for obtaining height & weight and hemoglobin measurements of WIC participants.
4. Conducts basic nutrition education for clients in a group or individual setting determined by the nutrition care plan.

5. Assists WIC participants with necessary forms, ensuring required information is recorded in WIC charts.
6. Distributes food instruments (food vouchers) following WIC guidelines.
7. Responsible for appropriate referrals within TIHP and to community support services as needed.
8. Prepares statistical reports, correspondence, educational materials, newsletter articles and other clerical duties as needed to assure the steady operation of the WIC program.
9. Enters appropriate data in the state WIC WISE E.H.R. system and/or Toiyabe E.H.R. system as required.
10. Responsible for ordering and tracking all WIC program supplies and inventory including electric breast pumps.
11. Attends meetings, workshops and training as needed to upgrade skills.
12. Responsible for lactation education and support. This will include hospital visits, home visits and community outreach as needed.
13. Collaboration with other community agencies and programs with TIHP service area.
15. Provide in-service to Toiyabe staff, and the other agency employees on an as needed basis within the state WIC guidelines.
16. Other job related duties as assigned.

Reviewed: Employee: _____

Supervisor: _____